

Policy: JIC
Adopted: 3/10/03

Hermon School Department Systemwide Student Code of Conduct

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Hermon School Committee has developed this **Systemwide Student Code of Conduct** with input from the school staff, students, parents and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.

Article 1 - Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet the following statewide standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage.

Article 2 - Code of Conduct

All students are expected to comply with the Code of Conduct and all related School Committee policies and school rules. The Code applies to students:

- on school property
- while in attendance at school or at any school sponsored activity, or
- at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

Article 3 - General Behavior Expectations and Discipline Policies

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff and visitors
2. Respect the rights and privileges of other students and school staff
3. Obey all School Committee policies and school rules governing student conduct
4. Follow directions from school staff
5. Cooperate with staff in maintaining school safety, order and discipline
6. Attend school regularly

7. Meet school standards for grooming and dress (See policy JICA - Student Dress)
8. Respect the property of others, including school property and facilities
9. Refrain from cheating or plagiarizing the work of others
10. Refrain from vulgarity, profanity, obscenity, lewdness and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will vary from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

See policies:
JK - Student Discipline
JKD - Suspension of Students
JKE - Expulsion of Students

Article 4 - Expectations

The following is a summary of the Hermon School Department's expectations for student behavior. In many cases, the School Committee has adopted policies that address these expectations in greater detail. Students, parents, and others should refer to the policies and student handbook for more information about the expectations and consequences. In cases of an inconsistency between the Code of Conduct, School Committee policies and/or school handbooks, School Committee policies will prevail.

A. Violence and Threats

Students shall not engage in violent or threatening behavior. Prohibited behaviors include fighting, assaults and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation or harassment. Violations may result in disciplinary action up to and including expulsion.

See policies:
JICIA - Weapons, Violence and School Safety
EBCC - Bomb Threats

B. Weapons

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools, and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

See policy JICIA - Weapons, Violence and School Safety

C. Hazing

Hazing is prohibited. Maine law defines injurious hazing as “any actions or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

See policy ACAD - Hazing

D. Discrimination and Harassment / Sexual Harassment

Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin, or disability nor should students harass one another on the basis of race, color, sex, religion, ancestry, national origin, or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

See policies:

AC - Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA - Harassment and Sexual Harassment of Students

E. Drug and Alcohol Use

Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug or look-alike substance as described in the School Committee policy. Violations may result in disciplinary action up to and including expulsion from school.

See policy JICH - Drug and Alcohol Use by Students

F. Tobacco Use

Students shall not smoke, use, possess, sell, or distribute any tobacco products. Violations may result in disciplinary action up to and including expulsion from school.

See policy ADC -Tobacco Use and Possession

G. Conduct on School Buses

Students must comply with all School Committee policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

See policy EEACCA - Transportation Policy for Students and Parents/Guardians

H. Computer/Internet Use

Students may use school computers, networks and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

See policy IJNDB - Student Computer and internet Use

I. Extracurricular Code of Conduct

Students must follow all School Committee policies and school rules while participating in athletics and extra curricular activities. In addition, a separate Interscholastic Performance Code has been developed governing the behavior of high school students participating in these activities. Students who violate the code may be subject to suspension or removal from the team/activity as well as additional disciplinary action under the applicable School Committee policies and/or school rules.

See policy ICB - Hermon High School Interscholastic Performance Code

Article 5 - Removal of Disruptive / Violent / Threatening Students

1. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator or, if not available, another suitable person who shall respond promptly.
3. Staff members should not use force or restraint, except only to a minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the noncompliant student. The administrator may invoke the School Department's crisis response plan if appropriate.

See 20-A M.R.S.A. § 4009 - Protection from Liability
See Crisis Response Plan

Article 6 - Special Services

1. Referral. The School Department has adopted policies and procedures for determining when a student shall be referred for special services.

See policies:
IHBA - Identification of Students with Disabilities
IHBAC - Child Find

2. Review of Individual Education Plan. The school shall schedule a PET meeting to review the IEP of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or to others; b) the class removals are sufficient to constitute a change in the student's special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

See policy JKF - Disciplinary Removal of Students with Disabilities

Article 7 - Referrals to Law Enforcement Authorities

The superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The superintendent/administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the superintendent, must be reported to law enforcement authorities.

Article 8 - Dissemination of Systemwide Student Code of Conduct

The systemwide Student Code of Conduct shall be distributed to all staff, students and parents through handbooks and/or other means selected by the superintendent and building administrators.

Legal Reference: 20-A M.R.S.A. §§ 254 (11); 1001 (15)

Cross Reference: Taking Responsibility: Standards for Ethical and Responsible Behavior in Maine Schools and Communities (Report of the Commission for Ethical and Responsible Behavior, February 2001)

**Hermon School Department
 Code of Conduct
 Discipline and Behavior Related Offenses and Consequences**

The following range of consequences should apply in most circumstances. In unusual or extreme cases, this range may not be appropriate. For cases involving absence, truancy, class cutting, tardiness to school or class, the intention is not to remove the student from the school or the classroom setting except in extreme circumstances. All attendance related offenses must be dealt with in accordance with the Hermon School Committee's attendance policy.

I	II	III	IV	V
Staff/Administrative Response	Parent/Guardian Involvement	Reallocation of student's Time	Exclusion from Normal School Activities	Expulsion
Options - Verbal reprimand - Time-out or out of classroom - Loss of privileges - Teacher/administrator conference with student - Contact with parent	Options - Phone call to parent/guardian - Written notification - Conference with parent/guardian - Parent/guardian accompanies student to school/classes	Options - Detention - Campus clean-up - Friday detention - In-school suspension - Saturday school (Parent/guardian notification required)	Options -Restricted access - Suspension - Recommend for evening school - Alternative placement (Parent/guardian notification required)	Options (Parent/guardian notification required)

Loss of credit for assignment or course may be appropriate in addition to any of the above consequences. Restitution for loss or damage may be requested in addition to any of the above consequences. Where appropriate, law enforcement will be involved.

NOTE: See previous page for consequences associated with each range.

<u>Offense</u>	<u>Definition</u>	<u>Range</u>
Absence-Unlawful	An absence for a day or any portion of a day for any reason other than those cited as excused and/or failure to bring a note written by a parent/guardian to verify an excused absence.	I to IV
Alcohol Violation	Possession or use of any alcoholic substance; including possession with intent to sell, give, deliver, or distribute.	IV to V
Arson/Fire	Attempting to, aiding in, or setting fire to a building or other property.	IV to V
Bus Misbehavior	Any violation of school system policy or bus driver rules or policy occurring on a school bus.	I to IV
Cheating/Academic Dishonesty	Copying, plagiarizing, altering records, or assisting another in such actions.	I to IV
Computer/Electronic Communication Misuse	Any unauthorized use of computers, software or internet/intranet account to access internet/intranet, accessing inappropriate websites misuse of a website, internet/intranet account or internet/intranet resource.	I to V
Cutting Class	Unexcused absence from a class or school activity.	II to IV
Defamation	False or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.	II to IV
Destruction of Property/Vandalism	Damage, destruction, or defacement of property belonging to the school or others.	I to IV

<u>Offense</u>	<u>Definition</u>	<u>Range</u>
Discrimination	Use of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.	II to V
Disrespect Toward Adults	Inappropriate comments or physical gestures to teachers, staff members, or other adults in the school community.	I to IV
Disruption, classroom	Behavior that interferes with the learning of others in any learning environment.	I to IV
Disruption, inciting and/or participating	Behavior disturbing the atmosphere or order	I to V
Disruption, school	Behavior that interferes with the safe and orderly environment of the school or school activity.	I to IV
Drug Violation	Possession or use of (including possession with the intent to sell, give, deliver or distribute) any inhalants or other intoxicants, controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alikes, and substances represented as controlled dangerous substances, or drug paraphernalia.	IV to V
Extortion/Strong-arming/Blackmail	The process of obtaining property from another with or without that person's consent, by wrongful use of force, fear or threat.	IV to V
Failure to Serve Assigned Consequences	Failure to serve detention, contract room, Saturday school, suspension, or other assigned consequences.	I to IV
Bomb Threats/False Alarms	Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher.	IV to V

<u>Offense</u>	<u>Definition</u>	<u>Range</u>
Fighting	A hostile confrontation with physical contact involving two or more students.	III to V
Fireworks or Explosives	Possession, use and/or threat to use firecrackers smoke bombs, flares, combustible or explosive substances, or combination of substances or articles.	IV to V
Forgery	To use, make or reproduce another's signature for deceptive purposes.	I to IV
Gambling	Wagering money or property.	I to IV
Harassment	A sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.	II to V
Hazing	Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club or team.	IV to V
Indecent Exposure	Exposure to sight of the private parts of the body in a lewd or indecent manner.	II to V
Insubordination	Refusing to follow reasonable directions of teachers, staff, administration, including failure to identify self.	III to IV
Intimidation	Engaging in actions or statements that put an individual in fear of bodily harm.	I to IV
Leaving School Grounds Without Permission	Leaving school grounds during regular school hours without written or verbal permission from parent/guardian or someone listed on the emergency procedure card.	III to IV

<u>Offense</u>	<u>Definition</u>	<u>Range</u>
Pager	Carrying, wearing, or using an unauthorized portable electronic communications device.	II to IV
Physical Attack on Staff	Aggressive action with physical contact directed at school staff while on school grounds or at a school sponsored event, including a situation where a staff member is intervening in a fight or another disruptive activity.	IV to V
Physical Attack on Students or Others	Aggressive action, with physical contact directed at another person, student or non-student on school grounds or at a school-sponsored event.	IV to V
Profanity	Using vulgar or abusive language, cursing or swearing.	I to IV
Refusal to Obey School Rules	Failure to comply with school rules, regulations, policies and/or procedures.	I to V
Sexual Activity	Behavior of a sexual nature including consensual sexual activity; possession of pornographic materials.	II to IV
Sexual Harassment	Unwanted and inappropriate verbal, written or physical conduct of a sexual nature directed toward others.	II to V
Stalking	A malicious course of conduct that includes approaching or pursuing another person with the intent to place that person in reasonable fear of serious bodily injury or death; or that a third person will likely suffer serious bodily injury or death.	IV to V
Tardiness	Lateness to school or class; tardiness to class of 20 minutes or more equals one class absence; three incidents of unexcused tardiness of less than 20 minutes equals one class absence.	I to IV

<u>Offense</u>	<u>Definition</u>	<u>Range</u>
Theft	Taking or obtaining property of another without permission or knowledge of the owner.	II to V
Threat to Staff, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to a staff members.	IV to V
Threat to Student, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to another student.	IV to V
Tobacco Use/ Possession	Possession or use of any tobacco or tobacco products, including possession with the intent to sell, give, deliver or distribute.	III to V
Trespassing	Unauthorized presence on school property including while on a restrictive trespass, suspension or expulsion.	II to V
Truancy	Unexcused absence without parental knowledge.	III to IV
Uncooperative Behavior	Intentional failure to follow reasonable directions of a staff member or to participate cooperatively in a school or class activity.	I to IV
Weapons Violations	Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns, including pellet and BB guns, knives, and any implement, visible or concealed, possessed under a circumstance which would reasonably lead a person to believe it was a weapon.	IV to V

